



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

June 2008

Please discard old forms.

TO: County Treasurers
County Superintendents

FROM: Denise Ulberg, Division Administrator

RE: **COUNTY FORMS PACKET -- June 2008**

Each of the forms listed below are posted on the OPI website. Under the "Action Required" column is a direct link to each form.

Form No.	Form Name	Action Required	Send to OPI?
FP-6a	County Treasurer's Statement to the County Superintendent of Schools – district data	1. County treasurer will submit this form to county superintendents by July 10 for each district. 2. County treasurers provide bond information and cash balances for school trustees' financial summaries. This information is verified by the county superintendent. http://www.opi.mt.gov/pdf/SchoolFinance/forms/FP6a.pdf	No.
FP-6b (FY08 and FY09)	County Treasurer's Report of Countywide School Funds – county data. Revised FP-6b required in FY09 – use new form.	1. County treasurer will submit this form for FY08 to county superintendents by July 10. http://www.opi.mt.gov/PDF/SchoolFinance/forms/FP6b.xls	To OPI by August 15.
FP-8a	Joint District Basic Data Transmittal Form	1. Non-located county, fill out sections I, II and IV and send this to located county for each joint district by August 6. 2. Located county, fill out sections III and IV and return to non-located county by August 10. MCA 20-9-151 http://www.opi.mt.gov/pdf/SchoolFinance/forms/FP8a.pdf	No.

Form No.	Form Name	Action Required	Send to OPI?
FP-8b	Joint District Tax Levy Summary	<p>1. The located county sends to the non-located county by August 20.</p> <p>2. County superintendents of non-located counties of joint districts - use FP-8b to notify commissioners of mill levies for the joint district. MCA 20-9-151</p> <p>http://www.opi.mt.gov/pdf/SchoolFinance/forms/FP8b.pdf</p>	No.
FP-10a	Retirement and Transportation Fund Mill Levy Calculation Worksheet	<p>Worksheet for county superintendents to budget county retirement levy and county transportation levy and report to OPI under MCA 20-3-209.</p> <p>Obtain "Net District Requirements" for this form from districts' and/or coops' budgets and FP-8b if applicable.</p> <p>http://www.opi.mt.gov/PDF/SchoolFinance/forms/FP10A.xls</p>	To OPI by second Monday in September (September 8).
FP-15	Tuition Report	<p>Districts should submit this form to the Office of Public Instruction to report resident students attending 1) another district out of state and/or 2) day treatment programs under approved IEP's at private, non-sectarian schools (for whom they paid tuition during FY08).</p> <p>FY08 tuition for state and court placements will be submitted in MAEFAIRS in FY09.</p> <p>http://www.opi.mt.gov/pdf/SchoolFinance/forms/FP15.pdf</p>	This form must be submitted to OPI in the year following the year of attendance in order to qualify for ANB reimbursement.

The following link will take you to the Forms and Publications page that contains all of the forms listed above:

<http://www.opi.mt.gov/schoolfinance/forms.html>

After we've received all your districts' budgets (due to OPI September 8), OPI will send county superintendents the FP-9 Verification of Mills requesting the number of mills actually levied by the Commissioners.

If you have questions, please call Janelle Graybeal at 444-3249 jgraybeal@mt.gov , Kathleen Wanner 444-9852 kwanner@mt.gov or Donell Rosenthal at 444-3024 DRosenthal@mt.gov